

Adopted: September 2001, Revised: _____**Class Title: Manager of Application Development****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides coaching and leadership to systems development bureau and department. Assists bureau staff with resolving customers issues. Works with other department managers and director to establish strategic direction, prepare and monitor budgets, and assist with special assignments. Establishes system development priorities and assigns staff to carry them out. Responsible for all administrative activity in the bureau. Fills in for the director and supervisors during times of absence.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages and leads staff by prioritizing projects, monitoring daily progress on projects, prioritizing projects, resolving issues, and analyzing situations / status and recommending solutions.
2	S	Directs personnel by conducting performance reviews, assigning staff based on city and customer priorities, participating in personnel interviews, maintaining personnel training conducting staff meetings.
3	S	Participates in strategic planning and stays current on new technology by reading technical publications, attending seminars and conferences, and establishing and implementing technology standards.
4	S	Participates in special projects assigned by the department director
5	S	Prepares and monitors the budget and expenses by working with the departments to create business continuity plans.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience of supervisory or managerial work.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read technical journals and magazines, legal documents, requests for proposals, contracts, city ordinances and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, college level business math and knowledge of accounting.
Writing	Work requires the ability to write status and special project reports, requests for proposals, contracts and memos.
Managerial	Managerial responsibilities include supervising personnel, prioritizing project activities, setting goals and objectives and establishing technical standards.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures. Participates in the preparation and monitoring of the department budget.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers are called upon for information on purchases, supplies or products. Meetings and discussions are conducted with customers, brokers and sales representatives.

Adopted: September 2001, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Consulting with staff, meetings, presentations
Sitting	C	Computer, desk work
Walking	O	Inter-office, to/from office equipment, to/from meetings
Lifting	R	Computer equipment, office supplies, paperwork, books, binders, paperwork
Carrying	R	Computer equipment, office supplies, paperwork, books, binders, paperwork
Pushing/Pulling	R	Office supplies
Reaching	R	Books, binders, paperwork
Handling	R	Computer equipment, paperwork, office supplies, books, binders
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Setting up and moving computers
Crouching	R	Setting up and moving computers
Crawling	R	Setting up and moving computers
Bending	R	Setting up and moving computers
Twisting	R	Setting up and moving computers
Climbing	R	Setting up and moving computers
Balancing	R	Setting up and moving computers
Vision	C	Reading, computer, desk work
Hearing	C	Staff, supervisors, clients, meetings, presentations, telephone
Talking	C	Staff, supervisors, clients, meetings, presentations, telephone
Foot Controls	N	
Other (specify)	N	

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, fax machine, telephone, copy machine, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)